

C I A INTERNAL USE ONLY

24 JUN 1959

TO :

FROM : Chief, Records Management Staff

SUBJECT: Measuring Effectiveness of the Records Management Program

1. This is a reminder of the need for an annual report to measure the effectiveness of your Records Management Program for the fiscal year ending 30 June 1959.

2. I will appreciate your sending me by 15 August 1959 the following data about your program:

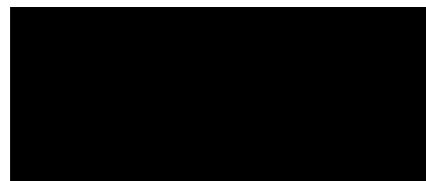
- a. Cubic feet of records on hand 1 July 1958.
- b. Cubic feet of records destroyed during fiscal year 1959. (Do not include records disposed of by the Records Center.)
- c. Cubic feet of records on hand 30 June 1959.

3. The reports of previous years from Records Officers have been invaluable to us in planning Records Center operations, determining space requirements for the new building, planning emergency operations at the relocation site, and estimating requirements for filing equipment. In addition, we have used the reports to excellent advantage in briefing top officials and in developing publicity material to promote the Agency Records Management Program.

4. I'm sure that you too will find equal value in measuring the effectiveness of your program. Certainly, an annual appraisal affords you the excellent opportunity to establish or strengthen records management rapport between you and the operating personnel of your office.

5. Please feel free to call on me for any assistance I can render.

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